STATE OF CALIFORNIA STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE PERSONNEL/PAYROLL SERVICES DIVISION P. O. BOX 942850 Sacramento, CA 94250-5878

DATE: September 9, 2004 PAYROLL LETTER #04-013

(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief Personnel/Payroll Services Division

#### RE: DISABILITY SUPPLEMENTATION AND THE PERSONAL LEAVE PROGRAM (PLP)

This letter provides five disability worksheets and related examples to assist agencies in computing Industrial Disability Leave (IDL) and Non-Industrial Disability Insurance (NDI) supplementation amounts, when an employee works during the disability period and receives regular pay that is subject to the PLP. The five worksheets are:

- IDL Worksheet #1-Regular Pay & 2/3's IDL in Same Pay Period
- IDL Worksheet #2-Regular Pay, Full & 2/3's IDL in Same Pay Period with Full Supplementation
- NDI Worksheet #1-ENDI Benefits Only-No Supplementation
- NDI Worksheet #2-Regular Pay & NDI with 100% Supplementation During the Disability Period
- NDI Worksheet #3-Regular Pay & NDI with 75% Supplementation During the Disability Period

#### IDL Worksheet #1-Regular Pay & 2/3's IDL in Same Pay Period

Attachment 'A' provides the IDL Worksheet #1. By following Steps 1 through 9, agencies will determine the supplementation gross and the total number of supplementation hours required for full supplementation. Please refer to Payroll Procedures Manual section L 002 (IDL Supplementation Calculator Exceptions) before completing the IDL Worksheet #1. For an example of how to complete the IDL Worksheet #1, please refer to Example 'A', which follows Attachment 'A'.

### IDL Worksheet #2-Regular Pay, Full & 2/3's IDL in Same Pay Period with Full Supplementation

Attachment 'B' provides the IDL Worksheet #2. By following steps 1 through 10, agencies will determine the supplementation gross and the total number of supplementation hours required for full supplementation. Please refer to Payroll Procedures Manual section L 002 (IDL Supplementation Calculator Exceptions) before completing the IDL Worksheet #2. For an example of how to complete the IDL Worksheet #2, please refer to Example 'B', which follows Attachment 'B'.

### NDI Worksheet #1-ENDI Benefits Only-No Supplementation

Attachment 'C' provides the NDI Worksheet #1 for determining the Enhanced Non-Industrial Disability Insurance (ENDI) gross amount for the disability period. Completion of the NDI Worksheet #1 is required prior to completing NDI Worksheets #2 or #3, as these worksheets require the ENDI gross amount. For an example of how to complete the NDI Worksheet #1, please refer to Example 'C', which follows Attachment 'C'.

### NDI Worksheet #2-Regular Pay & NDI with 100% Supplementation During the Disability Period

Attachment 'D' provides the NDI Worksheet #2 for 100% supplementation. By following Steps 1 through 6, agencies will determine the supplementation gross and the total number of supplementation hours required for 100% supplementation. For an example of how to complete the NDI Worksheet #2, please refer to Example 'D', which follows Attachment 'D'.

### NDI Worksheet #3-Regular Pay & NDI with 75% Supplementation During the Disability Period

Attachment 'E' provides the NDI Worksheet #3 for 75% supplementation. By following Steps 1 through 7, agencies will determine the supplementation gross and the total number of hours required for 75% supplementation. For an example of how to complete the NDI Worksheet #3, please refer to Example 'E', which follows Attachment 'E'.

Should you have questions, please contact the Disability Telephone Liaison Unit at (916) 322-3619.

JRH:bh:pmab

### IDL WORKSHEET #1

### **REGULAR PAY & 2/3's IDL IN THE SAME PAY PERIOD**

(Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period:		Number of Hour	s in Pa	y Period (168 or 176	S):	Unreduce	d Sala	ary:	
Reduced PLP Sal	ary:	# of IDL	Work F	lours Approved:		# of Regula	ar Hou	ırs Worked:	
Allow five places	to the r	ight of the decima	al.						
				nd divide by the <b>Num</b> r <b>ked</b> to determine the			<b>d.</b> Mu	Itiply the result (Hourly	
Reduced PLP Salary	÷	# of Hours in P.P.	=	Hourly Salary Rate	X	# of Regular Hours Worked	=	Regular Pay Gross	
		_		divide by the <b>Numbe</b> <b>d</b> to determine the ID			Multip	ly the result (Hourly Salary	
 Unreduced Salary	÷	# of Hours in P.P.	=	Hourly Salary Rate	X	# of IDL Work Hours Approved	=	IDL Gross	
STEP 3: Enter the Pay Period.	Regula	r Pay Gross from S	Step 1 a	and add the IDL Gros	s from	Step 2. This equals	the ne	ew Maximum Gross for the	
	+	IDL O	=	Washington One Co.	<del>-</del> -	Posts I			
Regular Pay Gross	151.0	IDL Gross	.1	Maximum Gross for t				ala a Data a a la carallata da	=

<u>STEP 4:</u> Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 3 as the Salary Rate and complete the rest of the fields, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1.** Press the PF3 key to return to the IDLS Calculator screen.

			enter the <b>Reduced PLP Salary</b> tout <b>Screen #2.</b> Press the PF3	
<b>STEP 6:</b> Changing only the Press the PF12 key to pring	•		een, enter the <b>Unreduced Salar</b> tout <b>Screen #3</b> .	<b>y</b> and press the Enter key.
STEP 7: Enter the Gross the Gross IDL 2/3 Net sho			ract the Gross Regular Net show ation Gross Net amount.	vn on Screen #2, then subtract
Gross Full Net (Screen #1)	Gross Regular Net (Screen #2)	Gross IDL 2/3 Net (Screen #3)	_ = Supplementation Gross Net	
STEP 8: Enter the Suppled determine the Full Suppled		•	divide by the Withholding Factor	shown on <b>Screen #3</b> to
Supplementation Gross Net	÷ Withholding Factor		Full Supplementation Gross	
STEP 9:				
Enter the Full Supplement determine the Leave Cred			he Hourly Rate Used For Calculo a full hour increment.	ation shown on <b>Screen #3</b> to
Full Supplementation Gross	+ Hourly Rate Used for Calculation (Screen		round to Leave Credits Required for Full Supplementation	Full Hours

## EXAMPLE A IDL WORKSHEET #1

### **REGULAR PAY & 2/3's IDL IN THE SAME PAY PERIOD**

(Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period: <u>01/04</u>		Number of Ho	ours in Pa	ay Period (168 or 17	6):	176 Unreduc	ed Sala	ry: <u>\$4155.00</u>	
Reduced PLP Sal	ary:	\$ <u>3957.64</u>	# of IDL	Work Hours Approv	/ed:	<u>96</u> # of	Regula	ar Hours Worked: <u>8</u>	0
Allow five places	to th	e right of the dec	imal.						
				and divide by the <b>Num</b> <b>rked</b> to determine the			<b>od.</b> Mul	tiply the result (Hourly	
\$3957.64 Reduced PLP Salary	•	176 # of Hours in P.P.	=	\$22.48659 Hourly Salary Rate	Х	80 # of Regular Hours Worked	=	\$1798.93 Regular Pay Gross	
				divide by the <b>Numbe</b> d to determine the ID			Multipl	y the result (Hourly Sala	ıry
\$4155.00 Unreduced Salary	÷		=	\$23.60795 Hourly Salary Rate	X	96 # of IDL Work Hours Approved	=	\$2266.36 IDL Gross	
STEP 3: Enter the Pay Period.	Reg	jular Pay Gross fro	m Step 1	and add the IDL Gros	ss from	Step 2. This equals	s the ne	w Maximum Gross for th	те
\$1798.93 Regular Pay Gross	+	\$2266.36 IDL Gross	=	\$4065.29 Maximum Gross for					
<b>STEP 4:</b> Access to	he ID	LS Calculator. En	ter the ne	w Maximum Gross fo	r Pay P	eriod from Step 3 a	s the Sa	alary Rate and complete	the

<u>STEP 4:</u> Access the IDLS Calculator. Enter the new Maximum Gross for Pay Period from Step 3 as the Salary Rate and complete the rest of the fields, then press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #1.** Press the PF3 key to return to the IDLS Calculator screen.

<u>STEP 5:</u> Changing only the **Salary Rate** field on IDLS Calculator screen, enter the **Reduced PLP Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #2.** Press the PF3 key to return to the IDLS Calculator screen.

<u>STEP 6:</u> Changing only the **Salary Rate** field on the IDLS Calculator screen, enter the **Unreduced Salary** and press the Enter key. Press the PF12 key to print the IDLS Calculated screen and label this printout **Screen #3**.

<u>STEP 7:</u> Enter the Gross Full Net amount shown on **Screen #1** and subtract the Gross Regular Net shown on **Screen #2**, then subtract the Gross IDL 2/3 Net shown on **Screen #3**. This equals the Supplementation Gross Net amount.

\$3109.50 — \$1514.89 — \$1510.91 = \$83.70

Gross Full Net (Screen #1) (Screen #2) Gross IDL 2/3 Net (Screen #3) Supplementation Gross Net

<u>STEP 8:</u> Enter the Supplementation Gross Net amount from Step 7 and divide by the Withholding Factor shown on **Screen #3** to determine the Full Supplementation Gross amount.

\$83.70 ÷ .6135 = \$136.43
Supplementation Gross Net Withholding Factor Full Supplementation Gross

### STEP 9:

Enter the Full Supplementation Gross amount from Step 8 and divide by the Hourly Rate Used For Calculation shown on **Screen #3** to determine the Leave Credits Required for Full Supplementation. Round to a full hour increment.

\$136.43 ÷ \$23.60795 = \$5.77898 round to 6
Full Supplementation Gross Hourly Rate Used for Calculation (Screen #3) Full Supplementation

Page: 1 Document Name: Untitled **(STEP 4)** 

ISCF010 IDL SUPPLEMENTATION CALCULATOR 03/18/04 **EMPLOYEE INFORMATION** 14:31:19 SALARY INFORMATION **SALARY RATE** : 4065.29 SALARY PER (M OR H) M DAYS IN PAY PERIOD PAY FREQUENCY (M, S OR B) : M 22 RETIREMENT/SOC SEC INFORMATIUON RETIREMENT ACCOUNT CODE : 24 PAY PERIOD : 01 / 2004 APPLY EXCLUSION AMT (Y/N) (MM CCYY) (FOR SEMIMONTHLY ONLY) FEDERAL/STATE TAX INFORMATION TOTAL FED EXEMPTIONS : FEDERAL FILING STATUS : M 0 STATE FILING STATUS : S REG STATE ALLOWANCES: 0 ADD'TNL STATE ALLOWANCES : 02 / 2004 TAX MONTH AND YEAR (MM CCYY) TIME FOR: DAYS **HOURS** 

**REGULAR PAY** : 10

IDL FULL PAY IDL 2/3 PAY : 12

**COMMAND** => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

			Exa	mple 'A' Page 4 of 8
Page: 1 Document	Name: Untitled	SCRE	EN #1 (STEP 4)	
ISCF020	IDL SUPP	LEMENTATION	N CALCULATOR	03/18/04
PDPD	CA	LCULATED INF	FORMATION	14:32:11
	FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS	4065.29	1847.86		1478.29
RETIREMENT				
SOCIAL SECURITY	252.05	114.57		
MEDICARE	58.95	26.79		
FEDERAL TAX	450.21	118.12		
STATE TAX	194.58	35.16		
GROSS NET	3109.50	1553.22		1478.29
HOURLY RATE USED	FOR CALCULATIO	ON: 23.098	24	
SUPPLEMENTATION	GROSS NET:	77.99	DIVIDED BY	.6135 = 127.12
GROSS FOR FULL SU	PPLEMENTATION		127.12	
LEAVE CREDIT HOU	RS REQUIRED FOR	FULL SUPPLEM	MENTATION:	6.00
COMMAND =>	LAST=PF3	PRINT=PF12	EXIT=CLE	AR

Page: 1 Document Name: Untitled (STEP 5)

IDL 2/3 PAY

ISCF010 IDL SUPPLEMENTATION CALCULATOR 03/18/04 **EMPLOYEE INFORMATION** 14:31:19 SALARY INFORMATION **SALARY RATE** : 3957.64 SALARY PER (M OR H) M DAYS IN PAY PERIOD PAY FREQUENCY (M, S OR B) : M 22 RETIREMENT/SOC SEC INFORMATIUON RETIREMENT ACCOUNT CODE PAY PERIOD : 01 / 2004 : 24 APPLY EXCLUSION AMT (Y/N) (MM CCYY) (FOR SEMIMONTHLY ONLY) FEDERAL/STATE TAX INFORMATION FEDERAL FILING STATUS : M TOTAL FED EXEMPTIONS : 0 STATE FILING STATUS : S REG STATE ALLOWANCES: 0 ADD'TNL STATE ALLOWANCES TAX MONTH AND YEAR 02 / 2004 (MM CCYY) (MM CCYY TIME FOR: DAYS **HOURS** : 10 **REGULAR PAY IDL FULL PAY** 

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

: 12

Page: 1	Document Name:	Untitled	SCREEN #2 (ST	(EP 5)	
ISCF020		IDL SUPPLEMEN	TATION CALCU	LATOR	03/18/04
PDPD		CALCULA	TED INFORMAT	ION	14:32:11
	_	_	_	DL FULL	IDL 2/3
GROSS	3957	7.64 1798	3.93		1439.14
RETIREME	ENT				
SOCIAL SE	CCURITY 245	5.37 111	1.53		
MEDICARI	E 57	7.39 26	5.08		
FEDERAL 7	<b>ΓΑΧ</b> 434	1.06	3.23		
STATE TAX	X 184	<b>1.57</b> 33	3.20		
GROSS NE	Т 3036	.25 1514	1.89		1439.14
HOURLY R	RATE USED FOR CA	ALCULATION:	22.48659		
SUPPLEME	ENTATION GROSS	NET: 82.22	DIVIDEI	.6135 .6135	= 134.02
GROSS FO	R FULL SUPPLEME	ENTATION	134.02		
LEAVE CR	EDIT HOURS REQU	UIRED FOR FULL S	UPPLEMENTAT	ION:	6.00
COMMANI	D => LAS'	T=PF3 PRI	NT=PF12 EX	XIT=CLEAR	

Page: 1 Document Name: Untitled (STEP 6)

ISCF010 IDL SUPPLEMENTATION CALCULATOR 03/18/04 **EMPLOYEE INFORMATION** 14:31:19 SALARY INFORMATION **SALARY RATE** : 4155 SALARY PER (M OR H) M DAYS IN PAY PERIOD PAY FREQUENCY (M, S OR B) : M 22 RETIREMENT/SOC SEC INFORMATIUON RETIREMENT ACCOUNT CODE **PAY PERIOD** : 01 / 2004 : 24 APPLY EXCLUSION AMT (Y/N) (MM CCYY) (FOR SEMIMONTHLY ONLY) FEDERAL/STATE TAX INFORMATION FEDERAL FILING STATUS : M TOTAL FED EXEMPTIONS : 0 STATE FILING STATUS : S REG STATE ALLOWANCES: 0 ADD'TNL STATE ALLOWANCES TAX MONTH AND YEAR 02 / 2004 (MM CCYY) (MM CCYY TIME FOR: DAYS **HOURS** : 10 **REGULAR PAY IDL FULL PAY** IDL 2/3 PAY : 12

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1	Document Name:	Untitled	SCRE	EN #3 (STEP 6)			
ISCF020		IDL SUPPLE	EMENTATIO	N CALCULATOR	2	03/18/	/04
PDPD		CALC	CULATED IN	FORMATION		14:32	:11
	FUL	L NET	REGULAR	IDL FULI	L	IDL 2	2/3
GROSS	4155	.00	1888.64			1510.	.91
RETIREMEN	NT						
SOCIAL SEC	CURITY 257	.61	117.10				
MEDICARE	60	.25	27.39				
FEDERAL T	AX 463	.67	123.71				
STATE TAX	202	.92	36.79				
GROSS NET	3170	.55	1583.65			1510.	.91
HOURLY RA	ATE USED FOR CA	LCIILATION:	: 23.607	<b>195</b>			
SUPPLEMEN	NTATION GROSS	NET:	75.99	DIVIDED BY	.6135	=	123.86
GROSS FOR	FULL SUPPLEME	ENTATION		123.86			
LEAVE CRE	DIT HOURS REQU	JIRED FOR FU	ULL SUPPLE	MENTATION:		5.00	
COMMAND	=> LAS	Γ=PF3	PRINT=PF12	2 EXIT=CL	EAR		

### **IDL WORKSHEET #2**

# REGULAR PAY, FULL AND 2/3's IDL IN THE SAME PAY PERIOD WITH FULL SUPPLEMENTATION (Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period:	Number of Hours in	Pay Period (168 or 176)	: Unreduc	ed Salary:
Reduced Salary:	# of Re	gular Hours Worked:	# of Full II	OL Hours Approved:
# of 2/3 IDL Hours Ap	proved:			
Allow five places to t	he right of the decimal.			
	luced PLP Salary amount of Regular Hours Worked	•	_	d. Multiply the result (Hourly Salary
÷	=		X	=
Reduced PLP Salary	# of Hours in P.P.	Hourly Salary Rate	# of Regular Hours Worked	Regular Pay Gross
Rate) by the <b>Number</b> •	of Full IDL Hours Approv	ed to determine the Full II	DL Gross amount.	Multiply the result (Hourly Salary  =
Unreduced Salary	# of Hours in P.P.	Hourly Salary Rate	# of Full IDL Hours	Full IDL Gross
	reduced Salary amount a of 2/3 IDL Hours Approve			Multiply the result (Hourly Salary
± Unreduced Salary	# of Hours in P.P.	Hourly Salary Rate	X # of 2/3 IDL Hours Approved	= 2/3 IDL Gross
	gular Pay Gross from Step aximum Gross for the Pay		ross from Step 2 and add	the 2/3 IDL Gross from Step 3.
	+	+	=	
Regular Pay Gross	Full IDL Gross	2/3 IDL Gross	Maxi	mum Gross for the Pay Period

STEP 5: Access the IDLS Calcurest of the fields until you get to REGULAR PAY field. Enter the Calculated screen and label this	TIME FOR: heading. 2/3 IDL hours in the	Combine the total h	nours for Regular Pay and Full nen press the Enter key. Pres	IDL and ent s the PF12 k	er the sum in the
STEP 6: Add the Regular Pay 6 Rate by the number of hours in t the Salary Rate field on the IDLS Press the PF12 key to print the I Calculator screen.	he pay period. Divide S Calculator screen, DLS Calculated scre	e the product by the enter the <b>New False</b> en and label this pri	combined total of Regular and Salary Rate in the Salary Rate	d Full IDL ho te field and p	urs. Changing only press the Enter key.
+ Reg. Pay Gross Full IDL Gross	= False Salary Rate	X = # of Hours in PP	÷ Reg. &	Full IDL Hours	New False Salary Rate
STEP 7: Changing only the Sala Press the PF12 key to print the I Input Screen.  STEP 8: Enter the Gross Full Naubtract the Gross IDL 2/3 Net s	DLS Calculated screet	en and label this prii  Screen #1 and subt	ntout <b>Screen #3</b> . Press the Pf	3 key to reform	turn to the IDLS
	Regular Net een #2)	Gross IDL 2/3 Net (Screen #3)	=Supplementation Gross Net		
STEP 9: Enter the Supplementa determine the Gross for Full Sup			divide by the Withholding Fact	or shown on	Screen #3 to
Supplementation Gross Net	Withholding Factor (Screen #3)	=	Full Supplementation Gross		
STEP 10: Enter the Full Supple Screen #3 to determine the Lea		•			ulation shown on
÷		=	round t	<sup>6</sup> 0	
Full Supplementation Gross	Hourly Rate Used for Calculation (Screen #	3)	Leave Credits Required for Full Supplementation	Full Hours	

## EXAMPLE IDL WORKSHEET #2

# REGULAR PAY, FULL AND 2/3's IDL IN THE SAME PAY PERIOD WITH FULL SUPPLEMENTATION (Refer to PPM Section L 002 - IDLS Calculator Exceptions Before Completing the IDL Worksheet)

Pay Period: 01/04 Number of Hours in Pay Period (168 or 176): 176 Unreduced Salary: 4155.00	
Reduced Salary: 3957.64 # of Regular Hours Worked: 32 # of Full IDL Hours Approved: 1	6
# of 2/3 IDL Hours Approved:	
Allow five places to the right of the decimal.	
<u>STEP 1</u> Enter the <b>Reduced PLP Salary</b> amount and divide by the <b>Number of Hours in Pay Period.</b> Multiply the result (Hourly State) by the <b>Number of Regular Hours Worked</b> to determine the Regular Pay Gross.	alary
\$3957.64 ÷ 176 = \$22.48659 X 32 = \$719.57  Reduced PLP # of Hours in P.P. Hourly Salary Rate Worked Regular Hours Worked	
STEP 2: Enter the Unreduced Salary amount and divide by the Number of Hours in Pay Period. Multiply the result (Hourly Sal Rate) by the Number of Full IDL Hours Approved to determine the Full IDL Gross amount.	ary
\$4155.00         ÷         176         =         \$23.60795         X         16         =         \$377.73           Unreduced Salary         # of Hours in P.P.         Hourly Salary Rate         # of Full IDL Hours         Full IDL Gross	
STEP 3: Enter the Unreduced Salary amount and divide by the Number of Hours in Pay Period. Multiply the result (Hourly Sal Rate) by the Number of 2/3 IDL Hours Approved to determine the 2/3 IDL Gross amount.	ary
\$\frac{4155.00}{\text{Unreduced Salary}} \div \frac{176}{\text{# of Hours in P.P.}} = \frac{\$23.60795}{\text{Hourly Salary Rate}} \text{X} \frac{128}{\text{# of 2/3 IDL Hours}} = \frac{\$3021.82}{2/3 IDL Gross} \frac{2/3 IDL Gross}{\text{Approved}}	
<b>STEP 4:</b> Enter the Regular Pay Gross from Step 1 and add the Full IDL Gross from Step 2 and add the 2/3 IDL Gross from Step 3 This equals the new Maximum Gross for the Pay Period.	3.
\$719.57         +         377.73         +         \$3021.82         =         \$4119.12           Regular Pay Gross         Full IDL Gross         2/3 IDL Gross         Maximum Gross for the Pay Period	

REGULAR PAY field. Ente Calculated screen and labe	et to <b>TIME FOR:</b> heading. er the 2/3 IDL hours in the	Combine the total he IDL 2/3 PAY field, the	ours for Regular p en press the Ente	ay and Full IDL ar r key.  Press the f	PF12 key to print the IDLS
STEP 6: Add the Regular F Rate by the number of hour the Salary Rate field on the Press the PF12 key to print Calculator screen.	s in the pay period. Divide IDLS Calculator screen, e	e the product by the center the <b>New False</b>	combined total of l Salary Rate in the	Regular and Full I e Salary Rate and	DL hours. Changing only press the Enter key.
\$719.57 + \$377.73 Reg. Pay Gross Full IDL Gro	ss = \$1097.30 False Salary Rate	_ X <u>176</u> = # of Hours in PP	\$193,124.80	÷ <u>48</u> Regular & Full ID	= \$4023.43 DL Hours New False Salary Rat
<b>STEP 7:</b> Changing only the Press the PF12 key to print Input Screen.	•		•		
STEP 8: Enter the Gross F subtract the Gross IDL 2/3 I					n <b>Screen #2</b> , then
\$3146.14 —	\$958.44 —	\$2014.55	= \$173.15		
	Gross Regular Net (Screen #2)	Gross IDL 2/3 Net (Screen #3)	Supplementati	on Gross Net	
STEP 9: Enter the Supplendetermine the Gross for Ful		•	livide by the Withh	olding Factor sho	wn on <b>Screen #3</b> to
		•	livide by the Withh \$282.23 Full Supplementation		own on <b>Screen #3</b> to
determine the Gross for Ful \$173.15	Examplementation amount      Example 1	t. =  ount from Step 9 and	\$282.23 Full Supplementation	on Gross rly Rate Used For	r Calculation shown on

Example 'B' Page 3 of 8

Page: 1 Document Name: Untitled (STEP 5)

IDL 2/3 PAY

ISCF010 IDL SUPPLEMENTATION CALCULATOR 03/18/04 **EMPLOYEE INFORMATION** 14:31:19 SALARY INFORMATION SALARY RATE : 4119.12 SALARY PER (M OR H) M DAYS IN PAY PERIOD PAY FREQUENCY (M, S OR B) : M 22 RETIREMENT/SOC SEC INFORMATIUON RETIREMENT ACCOUNT CODE : 24 PAY PERIOD : 01 / 2004 APPLY EXCLUSION AMT (Y/N) (MM CCYY) (FOR SEMIMONTHLY ONLY) FEDERAL/STATE TAX INFORMATION FEDERAL FILING STATUS TOTAL FED EXEMPTIONS : 0 : M STATE FILING STATUS : S REG STATE ALLOWANCES: 0 ADD'TNL STATE ALLOWANCES TAX MONTH AND YEAR 02 / 2004 (MM CCYY) TIME FOR: **DAYS HOURS REGULAR PAY** : 6 IDL FULL PAY

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

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Page: 1	Document l	Name: Untitled	SCREI	EN #1 (STEP 5)	
ISCF020		IDL SU	<b>PPLEMENTATION</b>	CALCULATOR	03/18/04
PDPD			CALCULATED INF	ORMATION	14:32:11
		FULL NET	REGULAR	IDL FULL	IDL 2/3
GROSS		4119.12	1123.40		1997.15
RETIREME	NT				
SOCIAL SE	CURITY	255.39	69.65		
MEDICARE	•	59.73	16.29		
FEDERAL T	CAX	458.28	45.67		
STATE TAX		199.58	12.38		
GROSS NET		3146.14	979.41		1997.15
HOURLY R	ATE USED	FOR CALCULAT	TION: 23.4040	09	
SUPPLEME	NTATION (	GROSS NET:	169.58	DIVIDED BY	.6135 = 276.41
GROSS FOR	R FULL SUF	PLEMENTATIO	N	276.41	
LEAVE CRI	EDIT HOUR	S REQUIRED FO	OR FULL SUPPLEM	MENTATION:	12.00
COMMAND	=>	LAST=PF3	PRINT=PF12	EXIT=CLE	AR

Example 'B' Page 5 of 8

Page: 1 Document Name: Untitled (STEP 6)

IDL 2/3 PAY

ISCF010 IDL SUPPLEMENTATION CALCULATOR 03/18/04 **EMPLOYEE INFORMATION** 14:31:19 SALARY INFORMATION SALARY RATE : 4023.43 SALARY PER (M OR H) M DAYS IN PAY PERIOD PAY FREQUENCY (M, S OR B) : M 22 RETIREMENT/SOC SEC INFORMATIUON RETIREMENT ACCOUNT CODE : 24 PAY PERIOD : 01 / 2004 APPLY EXCLUSION AMT (Y/N) (MM CCYY) (FOR SEMIMONTHLY ONLY) FEDERAL/STATE TAX INFORMATION TOTAL FED EXEMPTIONS : 0 FEDERAL FILING STATUS : M STATE FILING STATUS : S REG STATE ALLOWANCES: 0 ADD'TNL STATE ALLOWANCES TAX MONTH AND YEAR 02 / 2004 (MM CCYY) (MM CCYY TIME FOR: DAYS **HOURS REGULAR PAY** : 6 **IDL FULL PAY** 

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

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Page: 1	Document Name:	Untitled	SCRE	EN #2 (STEP 6)		
ISCF020		IDL SUPI	PLEMENTATIO	N CALCULATOR	03/18	3/04
PDPD		CA	LCULATED IN	FORMATION	14:32	2:11
	FIII	L NET	REGULAR	IDL FULL	IDL:	2/3
GROSS	4023		1097.30	IDLFOLL	1950	
RETIREMEN		3 <b>.4</b> 3	1077.50		1750	•••5
SOCIAL SEC		9.45	68.03			
MEDICARE		8.34	15.91			
FEDERAL TA	<b>AX</b> 44.	3.93	43.06			
STATE TAX	190	0.68	11.86			
GROSS NET	3081	.03	958.44		1950	.75
HOURLY RA	TE USED FOR CA	LCULATIO	ON: 22.860	)40		
SUPPLEMEN	TATION GROSS	NET:	171.84	DIVIDED BY	.6135 =	280.10
GROSS FOR	FULL SUPPLEME	ENTATION		280.10		
LEAVE CRE	DIT HOURS REQU	JIRED FOR	R FULL SUPPLE	MENTATION:	12.00	)
COMMAND	=> LAS'	Γ= <b>PF3</b>	PRINT=PF12	2 EXIT=CLE	CAR	

Example 'B' Page 7 of 8

Page: 1 Document Name: Untitled (STEP 7)

ISCF010 IDL SUPPLEMENTATION CALCULATOR 03/18/04 **EMPLOYEE INFORMATION** 14:31:19 SALARY INFORMATION SALARY RATE : 4155 SALARY PER (M OR H) M PAY FREQUENCY (M, S OR B) : M DAYS IN PAY PERIOD 22 RETIREMENT/SOC SEC INFORMATIUON RETIREMENT ACCOUNT CODE : 24 PAY PERIOD : 01 / 2004 APPLY EXCLUSION AMT (Y/N) (MM CCYY) (FOR SEMIMONTHLY ONLY) FEDERAL/STATE TAX INFORMATION TOTAL FED EXEMPTIONS : 0 FEDERAL FILING STATUS : M STATE FILING STATUS : S REG STATE ALLOWANCES: 0 ADD'TNL STATE ALLOWANCES TAX MONTH AND YEAR 02 / 2004 (MM CCYY) (MM CCYY TIME FOR: **DAYS HOURS REGULAR PAY** : 6 **IDL FULL PAY** IDL 2/3 PAY : 16

COMMAND => CALCULATE=ENTER REFRESH=PF4 PRINT=PF12 EXIT=CLEAR

Page: 1 D	ocument Name:	Untitled	SCRE	EEN #3 (STEP 7)	•		
ISCF020		IDL SUP	PLEMENTATIO	N CALCULATOR		03/18	/04
PDPD		FORMATION		14:32	:11		
	FUL	L NET	REGULAR	IDL FULL	4	IDL 2	2/3
GROSS	415	5.00	1133.18			2014	.55
RETIREMENT	Γ						
SOCIAL SECU	URITY 25	7.61	70.26				
MEDICARE	6	0.25	16.43				
FEDERAL TA	X 46	3.67	46.65				
STATE TAX	20	2.92	12.58				
GROSS NET	3170	).55	987.26			2014	.55
HOURLY RAT	E USED FOR C	ALCULATI	ON: 23.60'	795			
SUPPLEMENT	TATION GROSS	NET:	168.74	DIVIDED BY	.6135	=	275.04
GROSS FOR F	ULL SUPPLEM	ENTATION		275.04			
LEAVE CRED	IT HOURS REQ	UIRED FO	R FULL SUPPLE	MENTATION:		12.00	
COMMAND =	> LAS	T=PF3	PRINT=PF1	2 EXIT=CL	EAR		

# ENDI WORKSHEET # 1 ENDI Benefits Only – No Supplementation

1. Pay Period:	
2. Unreduced Monthly Salary Rate at Inception of Injury:	
3. Number of Workdays in the Pay Period:	
4. Number of NDI Calendar Days Approved:	
Allow five places to the right of the decimal.  Step 1: Enter the Unreduced Monthly Salary Rate and divide by 173.33 average period. Add .005 to the result (Average Hourly Rate) to determine the rounded Average H	
Salary Rate Rate (two place	urly Rate ces to the right of ne decimal)
<u>Step 2:</u> Enter the Average Hourly Rate from Step A and multiply by 40. Multiply the Rate) by .50. Divide the result (50% of Weekly Wages) by 7 days per week to determine Rate.	` *
\$ X 40 = \$ X .50 = \$ 50% of Weekly Wages ENDIRate	Daily Rate
Step 3: Enter the ENDI Daily Rate amount from Step B and multiply by the Number of Days Approved.	NDI Calendar
Days Approved (two place	ol Gross ces to the right of the decimal)
NOTES:	

# ENDI EXAMPLE WORKSHEET # 1 ENDI Benefits Only – No Supplementation

1. Pay Period: 01/04	
2. Unreduced Monthly Salary Rate at Inception of Injury: \$4155.00	
3. Number of Workdays in the Pay Period: 22 (176 hours)	
4. Number of NDI Calendar Days Approved:	
Allow five places to the right of the decimal.  Step 1: Enter the Unreduced Monthly Salary Rate and divide by 173.33 average hours in a	 pay
period. Add .005 to the result (Average Hourly Rate) to determine the rounded Average Hourly Rate.	
\$\frac{\$4155.00}{\text{Unreduced Monthly}} \displays \frac{173.33}{\text{Average Hourly}} = \frac{\$23.97161}{\text{Average Hourly}} + \frac{.005}{\text{Rounds}} = \frac{\$23.97661}{\text{Rounds}} = \frac{\$23.97}{\text{Avg. Hourly Rate}} \text{(two places to the right the decimal)}	— nt of
<b>Step 2:</b> Enter the Average Hourly Rate from Step A and multiply by 40. Multiply the result (Wee Rate) by .50. Divide the result (50% of Weekly Wages) by 7 days per week to determine the ENDI D Rate.	•
\$23.97 X 40 = \$ 958.80 X .50 = \$ 479.40 ÷ 7 = \$ 68.48571  Average Hourly Rate Rate	_
<u>Step 3:</u> Enter the ENDI Daily Rate amount from Step B and multiply by the <b>Number of NDI Calen Days Approved.</b>	dar
\$ 68.48571 X 31 = \$ 2123.057 = \$2123.05 ENDI Gross (two places to the right the decimal)	_ nt of
NOTES:	
	<b>-</b>
	_
	_

# NDI WORKSHEET #2 REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period:		Number of Ho	ours in the	e Pay Periou (	100 01 170)				
Unreduced Sa	lary Rate:		Redu	iced PLP Sala	ry Rate:				
PLP Monthly <i>F</i>	Amount*:	#	# of NDI Calendar Days Approved:						
# of Regular H	ours Worked	l:							
	"Use NDI	Worksheet #	1 to Comp	oute the ENDI	Benefit Gro	ess"			
Allow five plac	es to the rig	ht of the deci	mal.						
Period. Multip	ly the result	(Hourly Rate	e) by the	Number of I	Regular Ho	lours in the Pay ours Worked to ced Regular Pay			
\$ Reduced PLP Salary Rate				= \$_ s. Hrs. Wrkd. Gross	= Round to	\$ Reduced Reg. Pay Gross			
disability period	I (not subject the <b># of Ho</b>	to PLP) of the ours in the P	e pay perio <b>ay Period</b>	d by entering Multiply the	the <b>Unreduc</b> result (Hou	nat fall during the ced Salary Rate or			
\$ Unreduced Salary Rate	÷ # Hrs. in Pay Period	+ \$ > Hourly Rate	Holiday Hours	# \$ Holiday Gross	= Round to	\$ Holiday Gross			
	ult (Hourly PL	P Rate) by th	e Number	of Regular H		n the pay period. ed, which equals			
\$÷ PLP Amount	# Hrs. in Pay Period	= <u>\$</u> Hourly P Rate	LP X	# Reg. Hrs. Worked	= \$_ Pror: Amo	ated PLP unt			
<b>STEP 3:</b> Enter This equals the		•		the <b>Prorated I</b>	PLP Amoun	t from Step B.			
\$ Unreduced Salary		orated _P Amount	=	\$ Maximum Gro for the Pay Pe					

Regular Pay Gross ENDI Gross from Supplementation	Maximum Gross for from Step A and if a the NDI Worksheet # Gross equals a neg e total does not except the state of the sta	applicable, the l #1 to determine gative, reduce t	Holiday Gross fro Supplementation The ENDI Gross	m Step A1 and the Gross amount. <sup>1</sup> I by the negative	ced
\$ Maximum Gross for Pay Period	\$ Reduced Reg. Pay Gross	\$ Holiday Gross (If applicable)	= 1\$ENDI Gross	= \$ Supplement Gross	tation
	Unreduced Monthl cound the result to de				in
\$ ÷ Unreduced Monthly Salary Rate	# Hrs. in P.P.	\$ Supplementatio Hourly Rate	Round To	\$Supplementation Hourly Rate	_
	Supplementation Gottep E. Convert the Soncrement).	•		• •	
\$Supplementation Gross	÷ \$ Supplementa Hourly Rate		mentation Hours	= <u>/</u> Days H	lours
TOTAL PAY DUE	THE EMPLOYEE:				
Reduced Ro	egular Pay Gross (\$	Step A)			
	Holiday Gross (If applicable, Ste	+ <sub>-</sub> p A1)			
ENDI Gros	s (NDI Wrksht #1)	+ _			
Su	upplementation Gro (100%, Step D)	oss + <u>-</u>			
	Maximum Gross For the Pay Period (Step C)	= <u> </u>			
NOTES:	,				
Charge the Employ	vee hours e service and Annual			ntation. Employee	
regular pay worked	444	eck the Leave A	ccounting Syste	m to ascertain that	the correct
*		_		_	

<sup>\*</sup>PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

<sup>\*\*</sup>If there is a HOLIDAY during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not subject to the PLP. When documenting the STD. 674d, list the holiday pay separately from the regular pay.

<sup>\*\*\*</sup>See DPA's PML # 2003-046 for prorated PLP amounts.

## NDI EXAMPLE WORKSHEET #2 REGULAR PAY & NDI WITH 100% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period: <u>01/04</u> Number of Hours in the Pay Period (168 or 176) <u>176</u>
Unreduced Salary Rate: <u>\$4155.00</u> Reduced PLP Salary Rate: <u>\$3957.64</u>
PLP Monthly Amount <sup>*</sup> : <u>\$197.36</u> I Calendar Days Approved: <u>31</u>
# of Regular Hours Worked: <u>10</u>
"Use NDI Worksheet #1 to Compute the ENDI Benefit Gross"
Allow five places to the right of the decimal.
STEP 1: Enter the Reduced PLP Salary Rate and divide by the Number of Hours in the Pay Period. Multiply the result (Hourly Rate) by the Number of Regular Hours Worked to determine the Hours Worked Gross. Round this amount to determine the Reduced Regular Pay Gross.
\$\frac{3957.64}{\text{Reduced PLP}} \div \frac{176}{\text{# Hrs. in Pay}} = \frac{\$\text{22.48659}}{\text{Hourly}} \text{ X } \frac{10}{\text{# Reg. Hrs.}} = \frac{\$\text{224.86590}}{\text{Hrs. Wrkd. } \text{ Round to }} = \frac{\$\text{224.87}}{\text{Reduced Reg. }} \text{Reduced Reg. } \text{Pay Gross}
STEP 1A: Only if applicable.* * Compute the gross for the Holiday(s) pay that fall during the disability period (not subject to PLP) of the pay period by entering the Unreduced Salary Rate and dividing by the # of Hours in the Pay Period. Multiply the result (Hourly Rate) by the number of Holiday Hours. Round the result to determine the Holiday Gross amount.
\$\frac{4155.00}{\text{Unreduced}} \div \frac{176}{\text{# Hrs. in Pay}} = \frac{23.60795}{\text{Hourly}}  X \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
STEP 2: Enter the PLP Monthly Amount and divide by the number of hours in the pay period. Multiply the result (Hourly PLP Rate) by the Number of Regular Hours Worked, which equals the Prorated PLP Amount for the regular pay issued.
\$\frac{197.36}{PLP Amount} \div \frac{176}{# Hrs. in Pay} = \frac{\$1.12136}{Hourly PLP} & \frac{10}{# Reg. Hrs.} & \frac{\$11.21}{Prorated PLP} \\ \text{Period} & \text{Rate} & \text{Worked} & \text{Amount}
STEP 3: Enter the Unreduced Salary and subtract the Prorated PLP Amount from Step B. This equals the Maximum Gross for the Pay Period.
\$\frac{4155.00}{\text{Unreduced}} - \frac{\\$11.21}{\text{Prorated}} = \\$\frac{\\$4143.79}{\text{Maximum Gross}} \\ Salary  \text{PLP Amount}  \text{for the Pay Period}

<u>STEP 4:</u> Enter the Maximum Gross for the Pay Period from Step C and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the ENDI Gross from NDI Worksheet #1 to determine the Supplementation Gross amount. . If the Supplementation Gross equals a negative, reduce the ENDI Gross by the negative amount so that the total does not exceed the Maximum Gross for the pay period.

\$4143.79 - \$224.87 - \$377.73 - \$12123.05 = \$1418.14

Maximum Gross for Pay Period Pay Gross Pay Gross (If applicable) - \$1\$2123.05 = \$1418.14

Holiday Gross ENDI Gross Gross

<u>STEP 5:</u> Enter the **Unreduced Monthly Salary Rate** and divide by the **Number of Hours in the Pay Period.** Round the result to determine the Supplementation Hourly Rate.

\$4155.00 ÷ 176 = \$23.60795 Round To \$23.61
Unreduced Monthly # Hrs. in P.P. Supplementation
Salary Rate Hourly Rate Hourly Rate

**STEP 6:** Enter the Supplementation Gross from Step D and divide by the Supplementation Hourly Rate from Step E. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

\$\frac{1418.14}{\text{Supplementation}} \div \frac{\displayses 23.61}{\text{Supplementation}} = \frac{60.06 \text{ or } 60}{\text{Supplementation Hours}} = \frac{7}{\text{J}} \frac{4}{\text{Days}} \text{ Hours} \text{ Hours} \text{ Hours} \text{ And the content of the content

#### TOTAL PAY DUE THE EMPLOYEE:

Reduced Regular Pay Gross (Step A) \$ 224.87

Holiday Gross + \$ 377.73

(If applicable, Step A1)

ENDI Gross (NDI Wrksht #1) + \$2123.05

Supplementation Gross
(100%, Step D) + \$1418.14

Maximum Gross = \$4143.79

For the Pay Period
(Step C)

#### NOTES:

Charge the Employee 60 hours of leave credits for supplementation. Employee earns full credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.\*\*\* Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

<sup>\*</sup>PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

<sup>\*\*</sup>If there is a HOLIDAY during the disability period, it is compensated as regular pay based on the Unreduced Salary and is not subject to the PLP. When documenting the STD. 674d, list the holiday pay separately from the regular pay.

<sup>\*\*\*</sup>See DPA's PML # 2003-046 for prorated PLP amounts.

# NDI WORKSHEET # 3 REGULAR PAY & NDI WITH 75% SUPPLEMENTATION DURING THE DISABILITY PERIOD

Pay Period:	Number of Hours in the Pay Period (168 or 176):										
Unreduced Salary Rate:	iced Salary Rate: Reduced PLP Salary Rate:										
PLP Monthly Amount*:	PLP Monthly Amount <sup>*</sup> : # of NDI Calendar Days Approved:										
# of Regular Hours Worked:											
"Use N	IDI Worksheet	#1 to Compu	te the ENDI E	Benefit Gros	ss"						
Allow five places to the STEP 1: Enter the Redu Period. Multiply the res determine the Hours World Gross.	<b>ced PLP Salar</b> ult (Hourly Ra	<b>y Rate</b> and di ite) by the <b>N</b>	lumber of R	egular Hou	irs Worked to						
\$ ÷ Reduced PLP # Hrs. in F Salary Rate Period		# Reg. Hrs.	: \$ Hrs. Wrkd. Gross	Round to	\$ Reduced Reg. Pay Gross						
STEP 1A: Only if application disability period (not subject and dividing by the # of number of Holiday Hours.  \$	ect to PLP) of the <b>Hours in the</b>	he pay period <b>Pay Period.</b> ult to determin	by entering the Multiply the e the Holiday	ne <b>Unreduc</b> result (Hour Gross amou	ed Salary Rate ly Rate) by the int.  \$						
Unreduced # Hrs. in I Salary Rate Period	Pay Hourly Rate	Holiday Hours	Holiday Gross	Round to	Holiday Gross						
STEP 2: Enter the PLP II Multiply the result (Hourly the Prorated PLP Amount  \$	PLP Rate) by  it for the regula  = \$	the <b>Number</b> or pay issued.	of Regular Ho 	ours Worke = \$	<b>d</b> , which equals						
PLP Amount # Hrs. Period	in Pay Hourly Rate		# Reg. Hrs. Worked	Prora Amou	ted PLP int						
STEP 3: Enter the Unrec	_		e Prorated Pl	-P Amount	from Step B.						
\$ Unreduced Salary	Prorated PLP Amount	= :	Maximum Gros	riod							
STEP 4: Compute the 75 from Step C and multiplying		oss by taking	the Maximum	Gross for th	e Pay Period						
\$ Maximum Gross for the Pay Period	X	<u>.75</u>	= \$ <u></u>	educed Gross	S						

									taciiii	ICIIC L	. I age z
STEP 5: En Gross from S NDI Worksh Gross equa 75% Reduc	Step A eet #1, I <b>ls a ne</b>	and if a to dete gative,	pplicable ermine th <b>reduce</b>	, the Holi e Suppler <b>the ENDI</b>	day Gros nentatio	ss froi n Gros	m Step A1 ss amoun	l and t t. ¹ <b>lf t</b> l	he EN he Su	IDI Gro pplem	oss from entation
\$_ 75% Reduced Gross	- <del>-</del>	\$_ Reduce Gro	ed Reg. Pa oss		lay Gross pplicable		\$ ENDI Gro	oss	_ = _ s	\$ upplem Gro	entation oss
STEP 6: Enthe Pay Per											urs in
\$ Unreduced Mo Salary Rate	_ ÷ onthly	# Hrs. i	= n PP		oplementa urly Rate	ation	Round T		Supple Hourly	mentati Rate	on
STEP 7: En Hourly Rate (round to full	from S	tep F. (	Convert t								
\$Supplement Gross	ation	_ <b>÷</b>	\$ Supplen Hourly I	= nentation Rate	Supp	lement	ation Hour	S	=	Days	Hours
TOTAL PAY	DUE TH	HE EMP	LOYEE:								
Redu	ced Re	gular Pa	y Gross	(Step A)						-	
			y Gross licable, S	tep A1)	+					-	
		ENDI C	Gross (V	Vrksht #1)	+					_	
	Su		ntation G Step E)	iross	+					_	
			ay for th		=					-	
NOTES:	Employ							44:	F		e earns half

Charge the Employee hours of leave credits for supplementation. Employee earns half credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.\*\*\* Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

<sup>\*</sup>PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

<sup>\*\*</sup>If there is a HOLIDAY during the disability period it is compensated as regular pay based on the unreduced wages and is not subject to PLP. When documenting the 674d, list the holiday separately from the regular pay.

<sup>\*\*\*</sup> See DPA's PML # 2003-046 for prorated PLP amounts.

## NDI EXAMPLE WORKSHEET# 3 REGULAR PAY & NDI WITH 75% SUPPLEMENTATION DURING THE DISABILITY PERIOD

REGULAR PAY	& NDI WII	H 75% SUPPL	-EMEN I	ATION DURI	NG THE DIS	ABILITY PERIOL
Pay Period: <u>01/0</u>	<u>4</u> Nu	mber of Hour	s in the	Pay Period (	168 or 176):	_176
Unreduced Salary	Rate:	\$4155.00	Re	duced PLP S	Salary Rate: _	\$3957.64
PLP Monthly Amo	ount <sup>*</sup> : <u>\$19</u>	97.36 # of	NDI Ca	lendar Days	Approved: _	31
# of Regular Hour	s Worked: _	10	_			
•	"Use NDI W	orksheet #1 to	Compu	ite the ENDI	Benefit Gros	s"
Allow five places						
<b>STEP 1:</b> Enter the <b>Period.</b> Multiply the determine the Houle Gross.	he result (H	lourly Rate) k	by the 1	Number of	Regular Hoເ	irs Worked to
Reduced PLP # H		•		= <u>\$224.869</u> Hrs. Wrkd. Gross	590 = Round to	\$224.87 Reduced Reg. Pay Gross
Unreduced # I	ot subject to e # of Hour Hours. Roun 76 = \$ Hrs. in Pay	PLP) of the pass in the Pays d the result to 23.60795 X 1	Period Period. determinded = 16 day	by entering Multiply the ne the Holiday  \$377.72726  Holiday	the <b>Unreduc</b> e result (Hour y Gross amou	ed Salary Rate ly Rate) by the
Salary Rate Pe	eriod	Rate Hou	irs	Gross		
STEP 2: Enter the Multiply the result (the Prorated PLP)	Hourly PLP	Rate) by the N	Number			
\$ <u>197.36</u> ÷ PLP Amount	176 = # Hrs. in Pay Period	= \$1.12136 Hourly PLP Rate		10 # Reg. Hrs. Worked	= \$ <u>11.2</u> 2 Prorac Amou	ted PLP
STEP 3: Enter the This equals the Ma		•		e <b>Prorated F</b>	PLP Amount	rom Step B.
\$4155.00 Unreduced Salary	- \$11. Prora PLP		=	\$4143.79 Maximum Gro for the Pay P		
STEP 4: Compute from Step C and m			y taking	the Maximun	n Gross for th	e Pay Period
\$4143.79  Maximum Gross for the Pay Period	_	X	<u>.75</u>	= 75%	\$ <u>3107.84</u> Reduced Gross	<u>.</u>

<u>STEP 5:</u> Enter the 75% Reduced Gross from Step D and subtract the Reduced Regular Pay Gross from Step A and if applicable, the Holiday Gross from Step A1 and the **ENDI Gross** from NDI Worksheet #1 to determine the Supplementation Gross amount. If the Supplementation Gross equals a negative, reduce the ENDI Gross so that the total does not exceed 75% Reduced Gross for the pay period.

<u>STEP 6:</u> Enter the **Unreduced Monthly Salary Rate** and divide by the **Number of Hours in the Pay Period.** Round the result to determine the Supplementation Hourly Rate.

\$4155.00 ÷ 176 = \$23.60795 Round To \$23.61
Unreduced Monthly # Hrs. in PP Supplementation Hourly Rate Supplementation

<u>STEP 7:</u> Enter the Supplementation Gross from Step E and divide by the Supplementation Hourly Rate from Step F. Convert the Supplementation Hours result to Days and/or Hours (round to full hour increment).

#### **TOTAL PAY DUE THE EMPLOYEE:**

Reduced Regular Pay Gross (Step A) \$224.87

Holiday Gross + \$377.73

(If applicable, Step A1)

ENDI Gross (Wrksht #1) + \$2123.05

Supplementation Gross
(75%, Step E) + \$382.19

Total Gross Pay for the PP = \$3107.84
75% Reduced Gross (Step D)

#### **NOTES:**

Charge the Employee 16 hours of leave credits for supplementation. Employee earns half credits toward state service and Annual Leave. Employee earns a prorated amount of PLP for the regular pay worked.\*\*\* Be sure to check the Leave Accounting System to ascertain that the correct amount has been posted. If not, the Leave Accounting System must be manually updated.

<sup>\*</sup>PLP Monthly Amount – percent of base pay salary reduction that is shown as Earnings ID 8PLP or 8PL6 on the PAR.

<sup>\*\*</sup>If there is a HOLIDAY during the disability period it is compensated as regular pay based on the unreduced wages and is not subject to PLP. When documenting the 674d, list the holiday separately from the regular pay.

<sup>\*\*\*</sup> See DPA's PML # 2003-046 for prorated PLP amounts.